

Appendix B

PLANNING PROCESS

The purpose of the IT plan is to determine how IT can add value to the organization. To that end, the IT plan should:

- Ensure the agency's IT direction supports its business direction.
- Provide the basis in which an agency allocates IT resources to those activities that will have the largest impact on the business direction of the organization.
- Improve communication between the agency's IT and business units.
- Support the statewide IT direction.
- Communicate to the agency's constituents, employees, and stakeholders how IT will add value to their products and services.

There are five parts to the agency IT plans that are reported to GITA:

1. Issues and Trends
2. Mission and Vision Statements
3. Goals
4. Objects
5. Performance Measures

Aside from all the normal inputs IT organizations use to develop their IT plans, such as customer needs, agency application portfolio, hardware and software inventories, trends in government IT industry, etc., agencies are also expected to consider, as their primary inputs, their agency strategic business plans and also the statewide IT direction established by GITA.

GITA strongly encourages agencies to tightly integrate, as much as possible, the business and IT strategic planning processes. Towards that end, GITA strongly suggests that, at a minimum, agencies use the same planning processes that OSPB publishes for the annual business strategic plans, except agencies would apply an IT focus. The planning process can be found at <http://www.state.az.us/ospb/handbook.html>. GITA also suggests IT managers be included in the business strategic plan process and that business managers be included in the IT plan process.

In support of the integration, each agency's annual IT plan is due to GITA by September 1 of every year. This corresponds to the due date of the agency strategic business plan and budget. Once GITA receives the plan, it is analyzed and either approved or sent back to the agency for additional editing. GITA returns the plan with approval or for rework within 30 days of original receipt. Once the plans are complete, GITA analyzes the data from a statewide perspective and prints an Annual Report. The Annual Report is distributed to stakeholders to help with overall IT policy decisions. The Report is also given to ITAC so that they can determine how IT projects fit into the overall agency IT plan. Finally, the analysis is an input into the statewide IT direction.

Below is a timeline of all the related statewide planning processes in State government and the due dates:

Plan	Delivery Date
Governor's Strategic Plan	January
GITA annual IT Plan Report	January
Agency Budget	September 1 (every other year; next one due in 2002)
Agency Strategic Plan	September 1 (every year)
Agency IT Plan	September 1 (every year)